



Job Title	Fire Accreditation Technician	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	4	Job Code	12602

Class Specification – Fire Accreditation Technician

Summary Statement:

The purpose of this position is to provide administrative support to the Fire Department. This is accomplished by coordinating the release of information; researching, examining, collecting, and validating information from entities and databases; preparing deposits; issuing invoices and collecting payments; querying reports; collecting and maintaining statistical information; and scheduling and maintaining calendars. Other duties include researching information; acting as liaison with other departments; assigning tasks and supervising subordinates; and responding to requests and inquiries.

Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

45%

Coordinates the processing of information by responding to requests; reviewing data; researching and collecting information; maintaining records; and issuing and processing invoices.

20%

Completes bookkeeping functions by preparing deposits; issuing invoices; assisting with collections; researching information; maintaining receipts; and managing office inventory.

20%

Issues permits by reviewing and accepting applications; processing payments; verifying inspections; calculating permit fees; entering permit data; and scheduling inspections.

15%

Provides administrative support by preparing information for meetings; maintaining calendars; retaining information and filing documents; coordinating certifications; answering phones and responding to requests and inquiries; and maintaining the databases of unit work.



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Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by specialized training in fire accreditation or a related field.

Experience: One year of full-time experience in administrative support, clerical, or related field.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Notary	Upon hire
Certifications required in accordance with standards established by departmental policy.	



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Supervision Exercised:

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:

The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 2014